

SUBARU LANGUAGE SCHOOL, OGAKI

School Enrollment Information



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I . Course Outline

Course	Enrollment	Deadline of application
2 year General Japanese Course	April	October 31
1 year and 6 month General Japanese Course	October	May 15

II . Eligibility for Entrance

1. Applicant must be completed secondary education or expected completion or an equivalent qualification.
2. Financial supporter must have sufficient ability to pay for schooling expenses.
3. Applicant must be healthy in both mind and body and observe the Japanese law.

III . Application Documents

◆ Applicant-related document		
①	The Application Form for Admission of Subaru Language School	Please download the form in our web site.
②	Personal Records of Subaru Language School	Please download the form in our web site.
③	Proof of graduation	Original diploma or certificate of graduation from applicant's highest level of education *If applicant is still in high school, please submit original provisional diploma or certificate mentioned ⑤ below.
④	Record of Academic Results	Original academic transcript at the time of graduation or the latest one.
⑤	Provisional graduation certificate, certificate of enrollment, temporary absence, withdrawal, work experience (only to whom applicable)	A person who is in school or in temporary absence or withdrew from school or has work experience must submit the original certificate to prove it
⑥	Certified documents of Japanese language proficiency or Japanese language educational background (only to whom applicable)	Please submit the original certificate of a Japanese proficiency test such as JLPT, J.TEST, NAT-TEST, etc (only for examinee). Please submit the certified document if an applicant has studied in any Japanese educational institution.
⑦	Public documents which certify nationality, name, sex, date of birth, place of birth, present address, family details	Copy of family register, birth, etc. *All the documents must show the latest information
⑧	Copy of passport (only a person who possesses one)	Copy of the pages which show personal information and past entry into or departure from Japan

⑨	8 photos (4cm x 3 cm)	no digital photo print-outs and color copies (the photo must be taken within 3 months from the application)
⑩	Other documents required by the school	Additional document(s) may be required as the need arises

◆ Financial supporter - related documents

①	Financial Support Statement	Please download the form in the web site.
②	Document which certifies the relationship between applicant and financial supporter (It is not necessary if applicant himself/herself becomes the financial supporter).	Certificate of family register, birth, etc.
③	Balance certificate	Original with the name of the financial supporter
④	Explanation which clarifies how the financial supporter has built up his/her deposit and documents(※)	<ul style="list-style-type: none"> ▪ Withdrawal statement (Past three (3) years) ▪ Document which certifies the selling asset
⑤	Certificate of employment	<ul style="list-style-type: none"> ▪ Certificate of employment (if the supporter is a worker) ▪ Certified copy of company register (if the supporter is an executive of a company) <ul style="list-style-type: none"> ▪ Business operating license (if the supporter owns a company) ▪ Copy of income tax return (if the supporter lives in Japan and owns a company)
⑥	Certificate of annual income (If a financial supporter doesn't live in Japan)	Certificate must show the record of past three (3) years
⑦	Certificate of Income and tax (If a financial supporter lives in Japan)	Certificate must show the record of past three (3) years
⑧	Proof of family member	Certificate must show the record of all family members
⑨	Resident certificate (Juminhyou) (If a financial supporter lives in Japan)	Certificate must show the record of all family members
⑩	Other documents required by the school	Additional document(s) may be required as the need arises

◆ Note

1. Do not use correction fluid or tape. When a mistake is found, cross it out with a straight double line and stamp over the line with the same seal as is used on the application form (or sign on the line).
2. Names and addresses on the application document must not be abbreviated.
3. The name, title of issuer, address and phone number of the issuing entity shall appear on the certifying documents as much as possible.
4. Upon submission of application to the immigration office, all the certification documents must be issued within three (3) months from the date of submission of documents to the immigration office (Please refer to the page 4).
5. The date of creation, name of creator, and his/her relations to the applicant must be stated in a blank area of the copy.
e.g.> 2015/5/10, Subaru Taro (applicant's father)
6. All documents written in other language except Japanese shall attach a Japanese translation.

IV. Process Flow from Acceptance of Application to Entry into Japan

	2 year General Japanese Course (Enrollment in April)	1 year and 6 month General Japanese Course (Enrollment in October)
<p>STEP 1 Payment of application fee and submission of application documents</p> <p>Screening fee must be sent to the school account (refer to the page 7) and all the documents must be sent to the school by the due date.</p>	October 31	May 15
<p>STEP 2 Submission of application documents to the immigration office</p> <p>To the applicant who passes the screening documents and interview admission permit will be issued and we will submit the documents to the immigration office.</p>	Early in December	Middle of June
<p>STEP 3 Notification of issuance of Certificate of Eligibility for residence status</p> <p>If the documents are deemed adequate, issuance of the Certificate of Eligibility for Residence Status will be notified.</p> <p>Issued →We will inform the payment information of tuition and other fees to the applicant at the same time of notification.</p> <p>NOT issued →We will inform the notification of rejection to the applicant.</p>	Late February	Late August
<p>STEP 4 Payment of tuition and dormitory fee</p> <p>The applicant shall remit the fees to the school bank account (refer to the page 7).</p> <p>After the payment is confirmed, the Certificate of Eligibility for Residence Status and Admission Permit shall be sent to the applicant.</p>	Early in March	Early in September
<p>STEP 5 Application for visa</p> <p>The applicant shall apply for visa at the local Japanese embassy or consulate general.</p>	Middle of March	Middle of September
<p>STEP 6 Issuance of visa</p> <p>Visa issued →Please notify us of the issuance of visa.</p> <p>Upon receipt of the notification, the information regarding of entry into Japan and enrollment to the school will be given. After that, an applicant shall arrange his/her air ticket and notify us of the flight schedule and the date of entry into Japan.</p> <p>Visa NOT issued →An applicant shall return Admission Permit and send a certification to prove that visa has not been issued to the school. Upon receipt of the documents, the fees except for screening fee and admission fee and bank remitting charges shall be returned to the applicant.</p>	Late March	Late September
<p>STEP 7 Entry into Japan</p>	Early April	Early October

V. Tuition fee

The tuition fee and the due date of payment of each course are shown as given below; (Please refer to the page 7 regarding of the account details)

◆2 year General Japanese Course (enrollment in April)

First payment (payment in March)	Admission fee	50,000 yen
	Tuition fee(1 year)	600,000 yen
	School supply fee(1 year)	44,000 yen
	Payment for Accident insurance(1 year)	12,000 yen
	Total	706,000 yen
Second payment (payment in February)	Tuition fee(6 months)	300,000 yen
	School supply fee(6 months)	22,000 yen
	Payment for Accident insurance(1 year)	12,000 yen
	Total	334,000 yen
Third payment (payment in August)	Tuition fee(6 months)	300,000 yen
	School supply fee(6 months)	22,000 yen
	Total	322,000 yen
Grand total		1,362,000 yen

◆1 year and 6 month General Japanese course (enrollment in October)

First payment (payment in September)	Admission fee	50,000 yen
	Tuition fee(1 year)	600,000 yen
	School supply fee(1 year)	44,000 yen
	Payment for Accident insurance(1 year)	12,000 yen
	Total	706,000 yen
Second payment (payment in August)	Tuition fee(6 months)	300,000 yen
	School supply fee(6 months)	22,000 yen
	Payment for Accident insurance(6 months)	6,000 yen
	Total	328,000 yen
Grand total		1,034,000 yen

※ Each course shall be required as a screening fee, 20,000 yen separately at the time of application.

VI. Admission fee reduction and exemption system

A part of admission fee will be exempted as shown below if an applicant obtains an excellent result in Japanese test such as JLPT, NAT-TEST and J.TEST by the date of issuance of Certificate of Eligibility before admission.

○An applicant who passed more than N2 level in JLPT or second grade in NAT-TEST or C level in J.TEST.

→70,000 yen exempted.

○An applicant who passed N3 level in JLPT or third grade in NAT-TEST or D level in J.TEST.

→50,000 yen exempted.

○An applicant who passed N4 level in JLPT or fourth grade in NAT-TEST or E level in J.TEST.

→20,000 yen exempted.

VII. Other Fees

Pick-up charge	5,000 yen	It is a transportation fee and pick-up charges from the airport to school. (It is not necessary if student's family or friend picks him/her up)
Bedding fee	10,000 yen	It's charges of Futon, pillow and sheets. It is not necessary if a student will prepare by himself/herself.
Bank remitting charges		For overseas remittance, it is required a bank remitting charges in Japan and overseas, so please kindly bear a both of bank remitting charges concerned with yourself. If applicant transfers money without paying it, he/she shall be charged for it after entering into Japan.
National Health Insurance Fee		All people are obliged to join the National Health Insurance and a student shall pay the insurance premium to the local government office by himself/herself.

VIII. Account Information

Please kindly transfer to the following bank account of "CREATE21 CO.,LTD." which is a company with Subaru Language School, Ogaki.

(Domestic remittance)

銀行名	十六銀行
支店	大垣支店
口座番号	(普通) 1947828
口座名義	株式会社クリエイト 2 1

(Overseas remittance)

NAME OF BANK	THE JUROKU BANK,LTD.
SWIFT CODE	JUROJPJT
NAME OF BRANCH OFFICE	OGAKI BRANCH
BRANCH ADDRESS	1-26 Takaya-cho,Ogaki City,Gifu Pref.,Japan
A/C NO.	1947828
A/C NAME	CREATE 21 CO.,LTD
BENEFICIARY'S ADDRESS	1963 Kamimakuwa,Motosu City,Gifu Pref.,Japan

IX. Payment Refund Policy

◆ Payment Refund Policy for Tuition

- ① When the eligibility certificate has not been issued:
All fees except screening fee should be refunded.
- ② When a student has not applied for a visa though he/she received the eligibility certificate:
All fees except screening fee and admission fees should be refunded on condition that the entrance permit and the eligibility certificate are returned.
- ③ When a student' application for a visa has been rejected at Japanese diplomatic establishments abroad:
All fees except screening fee and admission fees should be refunded on condition that the admission permit is returned along with the confirmation of the visa rejection by the authorities concerned.
- ④ When a student has declined to enroll before arriving in Japan though he/she has obtained a visa:
All fees except screening fee and admission fees should be refunded on condition that the school confirms the fact that his/her unused visa has expired and the admission permit is returned.
- ⑤ When a student who entered Japan after obtaining a visa and enrolled in the institute has dropped out:
Generally all fees should not be refunded. Regarding of the payment refunded relating to not enrolling after arriving in Japan, which is regarded as equivalent to dropping out, should comply with school's terms.

*The bank transfer fee should be deducted from the amount of refund.